

## **REQUIREMENTS AND PROCESS FOR 'ONE TIME' CIVIL CEREMONY AUTHORIZATION**

Pursuant to State Code §20-25, individuals expecting to perform a wedding ceremony in Virginia must receive authorization through the court, prior to performing the ceremony. Authorization will be on a one-time basis only

Eligibility to be a one-time marriage celebrant are:

1. Must be a resident of Fairfax County.
2. Must never have been convicted of a felony.
3. Must put up a \$500.00 cash bond.

The Clerk's office must receive the following items to initiate the authorization process:

1. Notarized petition (next screen). Petition can be completed on-line and printed.
2. Money order or certified check in the amount of \$24 made out to the Clerk of the Fairfax Circuit. If hand delivered, the \$24 is cash only.

The required documentation and money order can be mailed or hand delivered to:

Fairfax County Circuit Court  
ATTN: Civil Intake  
4110 Chain Bridge Road, 3<sup>rd</sup> Floor  
Fairfax, VA 22030

Petition will be accepted no sooner than 60 days before the date of the ceremony.  
Notification of approval will be via phone or e-mail.

### **Bonding Process:**

The required \$500 cash bond (in-state checks accepted) must be processed prior to the date of the marriage ceremony. The bond will be returned upon receipt of the marriage license and the Bond Return Request form, which is obtained when submitting the bond.

For further information on this process, please call (703)246-2770.

**VIRGINIA**

**IN THE CIRCUIT COURT OF FAIRFAX COUNTY**

**RE:** \_\_\_\_\_

(Name of Petitioner)

**PETITION TO PERFORM ONE-TIME CIVIL MARRIAGE CEREMONY**

**COMES NOW** the petitioner seeking authorization to perform a one-time marriage ceremony pursuant to Virginia Code § 20-25.

**Petitioner resides in the County of Fairfax.**

**Petitioner's current address, including street, city, state and zip code:**

\_\_\_\_\_

**Petitioner's email address:** \_\_\_\_\_

**Petitioner's daytime/work home number:** \_\_\_\_\_

\_\_\_\_\_

**The petitioner has never been convicted of a felony.**

**Name of the Groom:** \_\_\_\_\_

**Name of Bride:** \_\_\_\_\_

**Date of Wedding Ceremony:** \_\_\_\_\_

(Any change of date will require new petition and order)

**The petitioner understands that the ceremony must be performed in the Commonwealth of Virginia.**

\_\_\_\_\_  
Petitioner's Signature

**COMMONWEALTH OF VIRGINIA,  
COUNTY OF \_\_\_\_\_**

**I, the undersigned Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition and acknowledged the same under oath before me. Given under my hand and seal**

**this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_..**

\_\_\_\_\_  
Notary Public

**My commission expires:** \_\_\_\_\_